

**Single Family Residence – Productions**  
**Building Permit Issuance Checklist**

**Planning Department:** (916) 625-5160

- ☐ Project Tentative Map and other required entitlements approved by the Planning Commission. (Please note 15 day appeal period is applicable.)

**Fire Department:** (916) 625-5300

- ☐ Paved streets and working fire hydrants are required. The Fire Chief may approve alternate methods of fire safety compliance and/or may approve a liability release agreement in accordance with the attached policy.
- ☐ If homes are required to be sprinklered, applicant needs to submit fire sprinkler plans to the Fire Department for review and approval. Deferred submittals may be acceptable. Check with Fire Department and Building Plan Check Division.

**Engineering Department:** (916) 625-5140

- ☐ Improvement plans must be approved by City Engineer.
- ☐ Approved lot pad certifications on file with Engineering Department.
- ☐ Compaction testing and Final Letter from soils engineer on file.
- ☐ All subdivision improvements are completed or ***Partial Lot Release*** request is approved.

***Partial Lot Release procedure:***

*Engineering receives a request for Partial Lot Release to obtain building permits. Engineering Division reviews the request and coordinates Planning, Fire, and Public works approvals. If approved, Engineering Division then provides the applicant and the Building Division with an approved Partial Lot Release form.*

**Building Department:** (916) 625-5120

- ☐ Approved Master Plan is on file with the Building Division (Master Plans must be approved for use in each specific subdivision).
- ☐ The building permit submittal package must be complete, (i.e., permit application, two plot plans and two floor plans showing lot specific options, etc.).
- ☐ Letter of confirmation (*final letter*) from the soils engineer must be on file with the Building Department.
- ☐ Compaction test results must be on file with the Building Department.
- ☐ School fees need to be paid prior to permit issuance. Documentation needs to be on file with the Building Department.